

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 4, 2009

M E M O R A N D U M

**What's Inside:**  
Clarification  
regarding TLP  
placements and  
ILA's

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CLARIFICATION REGARDING REQUIREMENTS FOR  
TRANSITIONAL LIVING PROGRAM PLACEMENTS AND  
INDEPENDENT LIVING ARRANGEMENTS

DISCUSSION:

The purpose of this memo is to clarify requirements for Transitional Living Program Group Homes, Transitional Living Program Single/Scattered Site Apartments, and Independent Living Arrangements as well as the process for Foster Care Case Management Agencies to follow when utilizing a provider that is not contracted with the Children's Division for Transitional Living Program services.

**Transitional Living Program Group Home (TLG):**

Any youth with a placement code of TLG must be in a licensed residential child care agency operating site. Once placed, the Transitional Living (TL) Provider is responsible for completing a day-to-day service plan that addresses all items listed in the Adolescent FST Guide and Individualized Action Plan, [CD-94](#), within thirty (30) days of the youth's initial placement and quarterly thereafter. The TL Provider will demonstrate, document and report competencies obtained by youth for inclusion on the CD-94. In order to meet the individual day-to-day service plan, the provider is responsible for contacting, interviewing and screening youth, lesson planning, liaison activities, skills assessment, record keeping, pre and post testing evaluation, material and resource organization, organization of field trips, incentives for youth, and purchasing supplies for independent living skills training.

**Transitional Living Program Single/Scattered Site Apartments (TLS):**

A structured Transitional Living Single/Scattered Site Apartment service is defined as a support being available for the youth to contact twenty-four (24) hours per day and the youth is visited, at a minimum, every seventy-two (72) hours in the youth's living arrangement.

An unstructured Transitional Living Single/Scattered Site Apartment service is defined as a support being available upon request and the youth is visited a minimum of one (1) time per week. At least one (1) such visit each month is in the youth's living arrangement.

A scattered site apartment is defined as a self-contained furnished (refrigerator, stove, bed, oven, table, chairs, etc.) unit with utilities (trash, sewer/water, electricity/gas, phone accessibility, etc) cooking, sleeping, and bath facilities for no more than one (1) youth per bedroom. Scattered site apartments may include apartments adjacent to other treatment programs, or sites scattered throughout the community and/or apartments clustered together. The apartment must provide a pleasant, clean, safe and healthful environment. Placement settings are located in community environments to allow the youth full access to services and resources in order to fully develop independent living skills.

The TLP Advocate and Independent Living Arrangement Checklist, [CS-TLP-1](#), must be completed and each standard met. A copy of the completed checklist will be filed in the youth's record in the Older Youth Program Section and when using a Children's Division contracted provider, a copy is also provided to the Older Youth Transition Specialist. This form will need to be completed each time the youth moves to a new transitional living apartment, regardless of the reason for the move.

Once placed, the TL Provider is responsible for completing a day-to-day service plan that addresses all items listed in the Adolescent FST Guide and Individualized Action Plan, CD-94, within 30 days of the youth's initial placement and quarterly thereafter. The provider will demonstrate, document and report competencies obtained by youth for inclusion on the CD-94. In order to meet the individual day-to-day service plan, the provider is responsible for contacting, interviewing and screening youth, lesson planning, liaison activities, skills assessment, record keeping, pre and post testing evaluation, material and resource organization, organization of field trips, incentives for youth, and purchasing supplies for independent living skills training.

### **Independent Living Arrangement (ILA):**

An Independent Living Arrangement is a state-approved and subsidized placement option for youth age 17 and older who cannot return home. The case manager in conjunction with the Family Support Team (FST) determines the youth's suitability for placement in an independent living arrangement, by assessing the youth's motivation, abilities, skills and capabilities for living independently and ultimate emancipation from the service delivery system.

Independent Living Arrangements (ILA) should be a planned placement for youth in out-of-home care and should never be used when a more appropriate placement resource is available for the youth. An ILA is the least restrictive placement option. The youth is solely responsible for financially maintaining the placement. Supervision is minimal. Placement settings are located in community environments to allow the youth full access to services and resources in order to fully develop independent living skills. Additional criteria for this placement are located in Section 4, Chapter 21.5.1 [Criteria for Independent Living Arrangement](#).

## **Foster Care Case Management (FCCM) Agency Process:**

If a FCCM agency is utilizing a provider that does not hold a contract for Transitional Living Program services and the facility meets the requirements, in order to show the correct placement the following steps must occur:

- For a TLS placement, an SS-60 should be submitted to Central Office to the attention of the Independent Living Coordinator along with the apartment standards checklist.
- For a TLG, an SS-60 will need to be submitted for the opening of the vendor and will be reviewed to ensure licensing. If the agency does not have a residential child care license for the potential TLG operating site, the Residential Program Unit must first be contacted and a license must be obtained before proceeding with this placement.
- For ILA's, the process outlined in Section 4, Chapter 21.5.1 [Criteria for Independent Living Arrangement](#) shall be followed.

<b>NECESSARY ACTION</b>  1. Review this memorandum with all Children's Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT</b> Sally A. Gaines 573-522-6279 <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Dena D. Driver 573-751-3171 <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 4 Chapter 21.6.2 <a href="#">Transitional Living Program Group Home</a> Section 4 Chapter 21.6.3 <a href="#">Transitional Living Program Single/Scattered Site Apartments</a> Section 4 Chapter 21.5.2 <a href="#">Independent Living Arrangement Housing Options</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">CS-TLP-1</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Transitional Living Scattered Site Requirements</a>	
<b>RELATED STATUTE</b> N/A.	
<b>ADMINISTRATIVE RULE</b> N/A.	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A.	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A.	

**PROTECTIVE FACTORS**

Parental Resilience NA.

Social Connections <http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Knowledge of Parenting and Child Development

<http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Concrete Support in Times of Need

<http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Social and Emotional Competence of Children

<http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

**FACES REQUIREMENTS**

N/A.